


MEDIA PARTICIPATION OPT-OUT FORM

District 103 believes a collaborative school community is what forms successful students. Our school community becomes stronger when the public, especially our constituents, understand the learning that takes place in our schools. To nurture this insight, we highlight the accomplishments, daily educational activities and extracurricular achievements of our students, staff, school, district and learning community.

From time to time, your child's first name may appear with his/her picture in our publications including: eNewsletters, eNotices, webpages, and/or videos. Please note, we take precautions not to post our students' individually identifying information with photos to the Internet (i.e., our practice is to not post to the web a student's first name with last name and photo). However, the district does not control the use of our students' names or images where they are obtained in public venues, such as Board of Education meetings, extracurricular activities, outside programs, or other areas frequented by the general public. Please also note, District 103 issues press releases and media alerts to external contacts, who may request to interview, photograph or video students under the supervision of district personnel. Information we release is not sold or provided to commercial or outside organizations.

Parents/Guardians who want their child's name or photo removed from District 103 electronic communications and webpages should complete this Media Participation Opt-Out Form. Return a completed form to: District 103 Communications, Attn: Communications Coordinator, 1370 N. Riverwoods Road, Lincolnshire, IL 60069. To send a completed form via e-mail, contact Ask103@d103.org.

MEDIA PARTICIPATION OPT-OUT	School District 103 
I am the parent or guardian of _____, Student ID # _____. (print student name)	
My child is currently in Grade _____ attending _____. (indicate: Sprague, Half Day or Daniel Wright)	
I request that my child's name and/or image (e.g., photo, video clip, etc.) be excluded from District 103 publications, electronic communications and website postings for the current school year. (This does not include the annual school yearbook unless specifically noted below.)	
Parent/Guardian _____ (print first name/last name)	_____ (signature)
Date _____	_____ (notes)
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Lincolnshire-Prairie View School District 103 is a nationally recognized elementary district located in Lake County, Illinois and serves approximately 1,750 students from Early Childhood through eighth grade. The Administrative Office is located at 1370 N. Riverwoods Road in Lincolnshire. For more information about the district, visit www.d103.org, call (847) 295-4030, or send an e-mail message to Ask103@d103.org.

